

**Program/Project Manager Responsibilities  
for the Confirmation Review Process  
(Contact Jim Greaves with any questions)  
9/17/04**

**The Mission Confirmation Readiness Review (MCRR)**

- A MCRR will be held with the Center Director and the Goddard PMC as the first step in the confirmation review process. The ultimate goal is to obtain HQ approval for the proposed mission to proceed from Formulation (Phase B) to Implementation (Phase C/D).
- In order to avoid conflicts, the MCRR should be scheduled as early as possible – typically 2 to 3 months before the intended review. As with any PMC meeting, this is done through the PMC Secretary (currently Mary-Eileen Leszcz).
- Once the MCRR is scheduled, a follow-up meeting with the Center Director and the Confirmation Review itself at HQ should be scheduled through the lead secretary for Code 400 (see below). You should plan a one-month separation between the MCRR and the Confirmation Review at HQ to allow time for a possible Delta-MCRR, and to close out any issues.
- The date of the MCRR should be coordinated with all other principal parties such as the RAO, the SMO, and independent assessment teams.
- The data package which the RAO uses to develop their independent cost assessment should be provided to that office at least 2 months before the MCRR. Kick-off meetings with the RAO should be held a month prior to that.
- A representative of the appropriate HQ Directorate AA should be invited to participate, as well as the Program Executive and Program Scientist. The MCRR should be scheduled so as to facilitate this.
- You should plan on a 4-hour time block for the MCRR. They can run longer depending upon the complexity of the mission.
- Ensure there is adequate time for each presentation (nominally 40 charts per hour of planned presentation time). Leave time for discussion.
- Make sure that each presenter brings at least 20 hard copies of their presentation for distribution to the attendees. To the extent possible, all presentations should be combined into a single set of charts.
- Typical components of a MCRR include the following:
  - Science Overview (including full & minimum science requirements)
  - Mission Overview (description, organization/partners, WBS, cost, schedule, reserves, descope options, risk management, IT security plans, etc)
  - Independent Assessment Team (IAT) Report (possibly a NAR)
  - SMO Assessment
  - RAO independent cost assessment
  - Project responses to IAT, SMO, and RAO

- GPG 1060.2 identifies some specific MCRR topics.
- At both the MCRR at Goddard and the Confirmation Review at HQ, you should present a table summarizing compliance with the Phase B to Phase C/D checklist found in the September 2002 Space Science Management Handbook. A copy of the checklist is posted on our web page
- Chart packages from previous MCRR's are posted on our web page.
- Be aware that the need for a Delta-MCRR is not unusual.

### **Center Director to AA Letter**

- Draft a brief (ideally, less than 2 pages) letter from the Center Director to the HQ Directorate AA summarizing the conclusions of the MCRR.
- Leave adequate time for the Deputy Center Director to review the letter before the follow-up meeting with the Center Director (see next section).
- The letter should include:
  - When the review was held & scope of the review
  - Any unique issues and recommendations related to cost & schedule constraints
  - A concluding statement indicating readiness to proceed into Implementation including launch readiness date projection and estimated total cost
  - A listing of the actions assigned at the CRR showing current status (as an attachment)
- Sample letters from past missions are posted on our web site.

### **Meeting with Center Director**

- This meeting (and the Confirmation Review at HQ) should be scheduled as soon as the MCRR date is set. It should be scheduled through the lead Code 400 secretary.
- This meeting should be held one week prior to the Confirmation Review at HQ.
- Typical duration is one half hour
- Participants typically include the Deputy Center Director, the Head of SMO, the Head of 400, the Program Manager, the Project Manager, and the Project Scientist. Someone from AETD and the RAO should also be invited. You can anticipate that the RAO representative will be called upon for his/her final assessment of the projected cost and schedule.
- The purpose of this meeting is to review our readiness for the HQ Confirmation Review. The format is sitting around the table, not a presentation.
- Depending upon the changes required, the Center Director will sign the AA letter at this meeting or shortly thereafter.

## **The Confirmation Review (CR)**

- This meeting should be scheduled as soon as the MCRR date is set. If at all possible, it should be scheduled through the lead Code 400 secretary. (You should discourage your Program Executive or equivalent from scheduling the Confirmation Review independent of the MCRR schedule.)
- The Confirmation Review should take place one month after the MCRR.
- Typically, these reviews are two to three hours long, but you should work with your HQ counterpart to get a feel of how much detail they want to hear.
- At least one representative from Code 100 must attend.
- Other invitees should include the Head of 400, the Program Scientist, Program Executive, the PI (if any), and the Implementing Center Director (if appropriate)
- The Center Director's letter is delivered at the meeting
- The presentations are generally a condensed version of the MCRR. Typical agenda is:
  - Introduction (process description, reviews held to date by the Project Manager)
  - A table showing Phase B to C/D checklist compliance
  - Science Overview (by PI or Project Scientist)
  - Mission Overview (same topics as MCRR by Project Manager)
  - Summary of findings & recommendations of IAT (by the Program Office)  
If a HQ-chartered NAR is involved, HQ may require that the NAR present their own findings.
  - Program Office recommendation
  - Center's position on readiness for implementation (by Center senior representative)